

Slawomir Kopec  
49 Smith Avenue  
Haskell, NJ 07420

Dear Mr. Kopec:

Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency! This is to officially inform you of your position of Special Assistant to the Regional Administrator, located in the Office of the Regional Administrator, Immediate Office; Region 2; New York, NY.

The position to which you are being appointed is under Schedule C of 5 CFR, part 6 and part 213. Schedule C positions are excepted from the competitive service based on either their confidential or policy-determining nature.

Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

### **Information About Your Position**

- ▶ Your grade and step will be GS-0301-9, step 6
- ▶ Your annual salary will be \$66,215
- ▶ Your immediate supervisor will be Peter Lopez, Regional Administrator for Region 2; your second level supervisor will be Ryan Jackson, Chief of Staff to the Administrator;
- ▶ You will work a full-time schedule;
- ▶ You will be required to complete the SF-278 Financial Disclosure form. You will be contacted by Justina Fugh, Senior Ethics Official, Office of General Counsel, and she will provide the information necessary to complete this form; and,
- ▶ You will be subject to a pre-employment drug test. If your test results are not favorable, your appointment will be terminated.

### **Reporting for Work on the First Day**

The effective date of your appointment is December 17, 2017. We ask that you plan to arrive at the U.S. EPA Region 2 Ted Weiss Federal Building located at 290 Broadway, New York, NY at 9:00 am on Monday, December 18, 2017. The Human Resources team in Region 2 is prepared for your arrival and

after you have been issued the oath of office, they will conduct your new employee orientation session. Just before you arrive at the building, please call Steve Sarnecky on (212) 637-3563 or Roger Pelletier on (212) 637-3389 and one of them will meet you at the main entrance.

### **What to Bring on Your First Day Monday, December 18, 2017**

► You should go to the links below to access the forms. Please complete and bring the forms with you on Monday, December 18th.

- a. Optional Form 306, Declaration for Federal Employment - [https://www.opm.gov/forms/pdf\\_fill/of0306.pdf](https://www.opm.gov/forms/pdf_fill/of0306.pdf)
- b. Standard Form 144, Statement of Prior Federal Service - [https://www.opm.gov/forms/pdf\\_fill/SF144.pdf](https://www.opm.gov/forms/pdf_fill/SF144.pdf)
- c. Standard Form 256, Self-Identification of Disability - [https://www.opm.gov/forms/pdf\\_fill/sf256.pdf](https://www.opm.gov/forms/pdf_fill/sf256.pdf)
- d. Standard Form 181, Ethnicity and Race Identification - [https://www.opm.gov/forms/pdf\\_fill/sf181.pdf](https://www.opm.gov/forms/pdf_fill/sf181.pdf)
- e. Form 2231, FastStart Direct Deposit (need a voided check) - <https://www.fiscal.treasury.gov/fsservices/gov/pmt/eft/2231.pdf>
- f. Tax form (federal) - <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

- Document(s) to establish your identity and employment eligibility (e.g., a current passport, certificate of U.S. citizenship, and/or a current copy of your driver's license)
- Social Security card issued by the Social Security Administration.
- Voided check (if you will be moving your direct deposit to another financial institution)

If you are unable to produce the required document(s) you must produce a receipt showing that you have applied for the document(s). You will have three days to bring the original document(s) to your local Human Resources Office.

### **Benefits**

As a non-temporary appointee, you are entitled to the same Federal Benefits package provided to General Schedule employees including:

- 10 paid Federal Holidays per year
- 13 days of sick leave each year based on the hours earned each pay period
- 13 to 26 days of vacation, depending on your years of employment based on the hours earned each pay period
- National recognized health insurance model that offers choice and flexibility along with substantial employer contributions to premiums. Employee share of premiums can be paid with pre-tax dollars: <http://opm.gov/insure/health/index.asp>
- Group Term Life Insurance Program

- ▶ Long-term Care Insurance
- ▶ Federal Employees Retirement System (FERS-FRAE) based on years of service
- ▶ Thrift Savings Plan (TSP), a self-directed retirement savings program through multiple investment options similar to a 401(K) plan

After your orientation, please schedule an appointment with Karmel Ferebee, Executive Resources Division Benefits Specialist, on 202-564-4059 to discuss your employee benefits. It is very important that you make contact with Ms. Ferebee within your first week of employment to establish your benefits.

We are pleased that you have chosen the U.S. Environmental Protection Agency as your place of employment and look forward to welcoming you to the Agency. We hope that you will find your new assignment both challenging and rewarding. Your signature on the following page signifies your acceptance of this offer and the terms of the appointment as described above. If you have questions or concerns, please feel free to call me on (202) 564-0394.

Sincerely,

Howard Barnett  
Executive Resources Division  
Office of Human Resources

I, Slawomir Kopec, hereby accept a Schedule C position of Special Assistant to the Regional Administrator, located in the Office of the Regional Administrator, Immediate Office, Region 2; New York, NY under the conditions set forth as stated in this letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this page only to your orientation representative on December 18, 2017. Thank you.**